


RECORDS RETENTION SCHEDULE

Genent 28378

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Board of Equalization		(2) AGENCY BILLING CODE 24492		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Environmental Fees Div.-Hazardous Substances Sect. (MIC:57)		(5) ADDRESS 450 N Street, Sacramento, Ca. 95610			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 11 E	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule) 1439.2
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 11-E	(14) APPROVAL NUMBER 05-163	(15) APPROVAL DATE (S) 10/28/05	(16) PAGE NUMBER(S) REVISED – 2 & 3
(17) MISSION/FUNCTIONAL STATEMENT: To maintain Environmental Fees returns and other BOE data associated with taxpayers account records.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Julia L. Findley</i> Julia Findley		(19) TITLE Business Taxes Administrator		(20) PHONE NUMBER 916-323-2148	(21) DATE SIGNED 03/10/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Jenny Chakonova</i>		(23) CLASSIFICATION Assoc. Gov. Prog. Analyst	(24) NAME (Printed or Typed) Jenny Chakonova	(25) PHONE NUMBER 916-445-7425	(26) DATE SIGNED 3-11-08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>Ramona M. Gutierrez</i>			(28) APPROVAL NUMBER 08 091	(29) DATE SIGNED 4/9/2008	(30) EXPIRATION DATE 4/9/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES' STAMP	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archives</i>				(34) DATE SIGNED 4/16/08	

08 091 d1

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		

1	12	NOTIFY ARCHIVES	Taxpayer Files & History Correspondence (Interagency memo's, staff memo's and legal responses)	P		Active +3			Active +3	X	Confidential Witnessed Destruction. Public Record Act: Gov. Code 6254
2	1000		Hazardous Waste Taxpayer Returns and Correspondence (located in the file room)	P/M		Active +3			Active +3	X	Records scanned, verified and the paper is then confidentially destroyed. Information Practices Act: CC 1798 Active Until Account Closed Plus Three Years
3	20		Hazardous Waste Taxpayer Petition and Audit Files.	p/M		Active +3			Active +3	X	Records scanned, verified and the paper is then confidentially destroyed. Public Records Act: Gov. Code 6254 Active until account closed out
4	1		Accounts Receivable Collection Files	P		Active +3			Active +3	X	Confidential Witnessed Destruction. Public Records Act: Gov. Code 6254 Active until account closed out.
5	.1		Accounts Receivable Reports	CD		Active +3			Active +3	X	Accounts received on CD now Paper files have been purged
6	10		Account Refund Transactions	P		Active +3			Active +3	X	Confidential Witnessed Destruction
7	8	NOTIFY ARCHIVES	Legislative Analysis Files (BOE analysis files of Legislation Bills [signed into law or not], revenue estimates, cost estimates, procedure's to implement provisions of Bills, Legislative contacts and integrated reports.)	P		Active +3			Active +3	X	Confidential Witnessed Destruction. Public Records Act: Gov. Code 6254
8	15		Personnel Records	P		Active +3			Active +3	XI	Confidential Witnessed Destruction. Public Records Act: Gov. Code 6254, Civil Code 1798 Active until employee separates plus three years.
9	1		Chronological Program Reference Material	P		Active +3			Active +3	X	Confidential Witnessed Destruction. Public Records Act: Gov. Code 6254
10	178		Environmental Fee Taxpayer Returns and Correspondence	P/M		1			1	X	Records scanned, verified and the paper is then confidentially destroyed. Public Records Act: Gov. Code 6254
11	78		Occupational Lead Poisoning Prevention Fee Taxpayer Returns and Correspondence	P/M		1			1	X	Records scanned, verified and the paper is then confidentially Public Records Act: Gov. Code 6254
12	.1		Records Management File	P		Current			Current		Current until revised
13	37		Hazardous Waste Taxpayer Returns	P/M		1			1	X	Records scanned, verified and the paper is then confidentially destroyed. Public Records Act: Gov. Code 6254

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

14	23		Ballast Water Fee Taxpayer Correspondence	P		1			1	X	Confidential Witnessed Destruction. Public Records Act: Gov. Code 6254
15	56		Water Rights Fee Files	P/ M		Active + 4			Active + 4		Records scanned, verified and the paper is then confidentially destroyed.
Total	1439.2										

* Provide total of office and departmental

Item # on new scheduleCorresponding Item # on Old Schedule

1	1 Title description changed to read, Taxpayer Files and History Correspondence
2	2 Title description changed to read, Hazardous Waste Taxpayer Returns and Correspondence. <i>Now scanned and paper destroyed.</i>
-	3 Files purged due to migration from STARS to IRIS. Reports no longer generated
-	4 Files purged due to migration from STARS to IRIS. Reports no longer generated
-	5 Files purged due to migration from STARS to IRIS. Reports no longer generated
3	6 Title changed to read Hazardous Waste Taxpayer Petition and Audit Files. <i>Now scanned and paper destroyed.</i>
-	7 Files purged due to migration from STARS to IRIS. Reports no longer generated
-	8 Files purged due to migration from STARS to IRIS. Reports no longer generated
4	9 Title description remains the same
5	10 Title description remains the same
-	11 Files purged due to migration from STARS to IRIS. Reports no longer generated
6	12 Title description remains the same
7	13 Title description remains the same
8	14 Title description remains the same
9	15 Title description remains the same
-	16 History files have been moved to be included in Item #1.
10	17 Title description changed to read, Environmental Fee Taxpayer Returns and Correspondence. <i>Now scanned and paper destroyed.</i>
-	18 Discs no longer required, discs and optical equipment has been surveyed
11	19 Title changed to read, Occupational Lead Poisoning Prevention Fee Taxpayer Returns and Correspondence. <i>Now scanned and paper destroyed.</i>
-	20 Discs no longer required, discs and optical equipment has been surveyed
-	21 Program no longer exists, files have been purged
-	22 Files are combined with item number two. These two items are both the same tax program
-	23 Disc purged due to migration from STARS to Iris, Reports no longer required
12	24 Title description remains the same
13	- New item added to list. <i>Now scanned and paper destroyed.</i>
14	- New item added to list. <i>Deleted need for SRC storage.</i>
15	- <i>New item added to list. Function transferred from schedule 11-D, Fuel Tax Division.</i>

STARS = Special Taxes Automated Revenue System

IRIS = Integrated Revenue Information System